



Superior Court of California County of Humboldt

*Human Resources Department
825 Fifth Street, Room 301
Eureka, CA 95501*

Judicial Secretary I

(Full-time is 40.0 hours per week)

Salary Range \$2,516.80-3,071.47/month plus a generous benefit package
EOE/ADA

Final filing date: July 22, 2016

Position Description

The Judicial Secretary I is a confidential secretarial and general and/or legal position that provides clerical and administrative support to the CEO, the Human Resources Department and others in the court system.

ESSENTIAL DUTIES *(Essential duties may vary from position to position within this classification).*

- Draft a variety of documents (e.g., legal correspondence, pleadings, subpoenas, briefs, contracts, memoranda, reports, forms, opinions, decisions, rulings, instructions, spreadsheets, charts, or other graphic representations of information) from stenographic notes, brief instructions, dictation or transcripts;
- Use word processing program to input or retrieve data and prepare reports using an on-line computer system;
- Maintain confidentiality of personnel files and employee/employer related information;
- Track leave of absences, evaluations and mandatory training hours for each employee;
- Assist with recruitments and eligibility placement;
- Organize and perform clerical duties such as filing, copying, assembling reports and documents;
- Distribute materials and information, opening, sorting and distributing mail;
- Prioritize tasks in order to meet deadlines;
- Coordinate and schedule appointments, meetings, events, coordinate travel arrangements for staff; and
Establish and maintain office files, records and forms, assist the public in person and via phone calls, which requires the use of sound judgment and accurate interpretation of policies and procedures.

SKILLS AND ABILITIES

The ideal candidate will possess the following knowledge, skills and abilities: clerical skills and knowledge of court and legal processes, including:

- Use legal terminology and procedures for preparing, examining, and maintaining legal documents
Perform a variety of duties while maintaining attention to detail and accuracy;
- Follow oral and written instructions;

- Ability to exercise sound judgment while performing duties and maintaining confidentiality;
- Effectively communicate with judicial officers, managers, co-workers, the public, and justice partners;
- Familiar with modern office methods, procedures, and equipment; and
- Computer applications and processes relevant to case management.

EDUCATION AND EXPERIENCE

One year of secretarial or office administrative experience. Must possess high school diploma or equivalent. Must be able to work in a time-sensitive, confidential environment.

OTHER REQUIREMENTS

- Possession of a valid California driver's license; and
- Completion of a detailed background and/or criminal history check.

EMPLOYMENT ELIGIBILITY

It is the Court's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment you will be required to verify your eligibility to work in the United States. The Superior Court of California, County of Humboldt encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Superior Court of California, County of Humboldt. Reasonable accommodation may be made for the interview or testing process as well as the work site.

POLICY OF NONDISCRIMINATION

Superior Court of California, County of Humboldt does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. The Court offices are wheelchair-accessible by entering the Courthouse from 4th or 5th Streets and using the elevator. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Human Resources Department at (707) 269-1244 well in advance of the exam/interview for assistance.

BENEFIT PACKAGE INCLUDES:

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| • Vacation-begins with 2 weeks/yr. and increases with longevity | • Membership in Public Employee's Retirement System (2.0% @ 62yrs; Employee contribution is 6.25% of salary as pre-tax dollars) |
| • Paid Holidays - 13 + 2 personal holidays | • 457 Deferred Compensation Plan available |
| • Choice of 6 PERS Health Ins. Plans | • Flexible Spending Account (FSA) available |
| • Dental & Vision Plans | • Sick Leave - 12 days annually |
| • Employee Assistance Plan | • Family Sick Leave - 5 days annually |
| • Life Insurance provided by employer (\$25,000) (additional supplemental coverage available) | • Bereavement Leave |

APPLICATION PROCESS

For application and information see: www.humboldtcourt.ca.gov. Mail application to Superior Court of California, County of Humboldt, Human Resources Department, 825 Fifth Street, Rm #301, Eureka, CA 95501: by e-mail at HR@humboldtcourt.ca.gov, or fax to (707)445-5769.

It is important your application contains all of your relevant experience and education. Please complete all of the information requested in the application. A resume will not take the place of the application but can be attached. The application must be signed and dated.

Please include typing test certificate with completed application.

****All applications must be received via mail or in person no later than 5:00pm on July 22, 2016****

PLEASE FOLLOW DIRECTIONS CAREFULLY – Incomplete applications will be rejected

